

# How to customize the display field of Crew Information (Document)

Users can log in to the OLISS web side and click "Crew Management → Crew Information" in order to enter the crew information interface, click "Field Configuration of Crew Information". Tick the fields that need to be displayed in crew info list according to be the requirement, you can adjust the display order by dragging the mouse up and down. After the configuration is completed, click "Save".

**1. Click to enter the crew Info. interface in order**

**2. Click "Field Configuration of Crew Information"**

| No. | Crew Name | ID                  | ID Photo | Age | Rank   | Cert.Level | Vessel       | Crew Type | Sign-off   | Operation     |
|-----|-----------|---------------------|----------|-----|--------|------------|--------------|-----------|------------|---------------|
| 1   | 鮑亞        | 3210021990000000000 |          | 31  | Master | A2         | LINK OCEAN 1 |           | Sign-off 1 | Edit   Delete |
| 2   | 李亞        | 3210021980000000000 |          | 42  | Master |            | 自測1号         |           | Sign-off 3 | Edit   Delete |

**Field Configuration of Crew Info**

**Select Configurable Fields**

- Nationality
- Religious Belief
- Marital Status
- Crew Type
- Graduated School
- Desired Position
- Other Skills
- BMI
- Other Phone No.
- WhatsApp
- Contact Add.
- Em'cy Contact Person
- Relative Appellation
- Em'cy Contact Add.En
- Military service(Yes/No)
- Health Condition
- Passport No.
- Ethnic Group
- Blood Type
- Company Name
- Highest Education
- English Level
- Height (cm)
- Shoe Size
- QQ
- Skype
- English Add.
- Em'cy Contact Person En
- Em'cy Contact Phone No.
- Em'cy Contact Postal Code
- Insure
- Native Place
- Politics Status
- Crew No.
- Cert.Level
- Major
- Computer Level
- Weight (kg)
- Clothes Size
- WeChat
- Email Add.
- Postal Code
- Em'cy Contact's ID Card
- Em'cy Contact Add.
- Education Start and End Date
- Date of entry

**Configure Field Sorting(Drag to Adjust)**

- Company Name
- Ethnic Group
- Passport No.
- Native Place
- Religious Belief
- Politics Status
- Marital Status
- Blood Type
- Crew No.
- Crew Type
- Cert.Level
- Graduated School
- Highest Education
- Major
- Desired Position
- English Level
- Computer Level
- Other Skills
- Height (cm)

**Fixed Field:** Crew Name | English Name | Gender | ID | ID Photo | Contact No. | Birth Date | Cert. Rank | Crew Group | Crew Label | Remarks

**3. Tick the fields that need to be displayed in crew info list according to be the requirement, you can adjust the display order by dragging the mouse up and down. After the configuration is completed, click "Save"**

**Save** **Cancel**

**Description:**

- 1、 After the configuration is completed, when viewing crew information list, only the fields and sorting that were selected will be displayed!
- 2、 For the above functions, the company's administrator needs to tick the permissions of the corresponding roles in "Setting → Role Authority", so that the relevant personnel can configure them.